

Report Date: 13 Apr 2015

Summary Report for Individual Task
805K-79R-7406
Perform a Battalion Guidance Counselor Office Inspection
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are tasked to conduct a semi-annual inspection of the Guidance Counselor office. The visit is scheduled at a prescribed time and date. The S3 evaluates the Guidance Counselor offices based on predetermined criteria contained in USAREC Form 1305.

Standard: Perform a Battalion Guidance Counselor Inspection ensuring Guidance Counselors are following regulatory guidance. Ensure deficiencies are identified and corrected with retraining conducted as needed.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Select which Guidance Counselor office to inspect (if more than one).
 - a. Download USAREC Form 1305 Guidance Counselor Shop Inspection Checklist.
 - b. Notify Senior Guidance Counselor of date/time group for inspection.
2. Review USAREC Regulation 601-96 Appendices B-U to understand procedures and guideline items in checklist.
3. Conduct inspection IAW USAREC Form 1305.
4. Provide findings through AAR/backbrief.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Selected which Guidance Counselor office to inspect (if more than one).			
a. Downloaded USAREC Form 1305 Guidance Counselor Shop Inspection Checklist.			
b. Notified Senior Guidance Counselor of date/time group for inspection.			
2. Reviewed USAREC Regulation 601-96 Appendices B-U to understand procedures and guideline items in checklist.			
3. Conducted inspection IAW USAREC Form 1305.			
4. Provided findings through AAR/backbrief.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdffiles/r623_3.pdf	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None